



FOREST PRACTICES OFFICE ASSISTANT

Southeast Region

Recruitment # 2006-11-6007

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

Office Assistant 3

Type of Position:

This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

\$ 2053 - \$2588

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

November 21, 2006

Closing Date:

December 6, 2006

Location:

Ellensburg, WA

POSITION PROFILE

This position performs administrative support duties in the Region's Forest Practice unit. Responsibilities include:

- Processing Forest Practice Applications (FPA) within mandated timelines
- Explaining complex Washington State rules and regulations to the public, members of industry, tribal representatives, other agencies and local government agencies
- Providing FPA assistance to applicants in person and over the phone
- Filing, copying, distributing documents via email and/or mailing, archiving
- Other projects, duties as assigned.

REQUIRED POSITION QUALIFICATIONS

- Proficient in Microsoft Office computer software
- Ability to interpret and explain complex rules to the general public, subordinates, tribes, and other agencies;
- Ability to format, create, edit and review letters, forms, documents, etc.
- Strong interpersonal communication skills
- Ability to work under pressure to meet short, mandated deadlines

This level of knowledge and skill is typically achieved with

- High school graduation or equivalent
- Two years clerical experience

DESIRED POSITION QUALIFICATIONS

- 2 years customer service experience

- 2 years current computer experience in Microsoft Office software applications (Word, Excel, PowerPoint and Outlook)
- Experience working with confidential documents and/or sensitive information
- Experience reading and interpreting legal descriptions and maps, such as topography, water type, aerial photos, and quad maps

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- This position requires occasional travel to meetings and trainings.
- Must possess a valid drivers license and have two years of driving experience
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- A photocopy of driver's license
- If a finalist, provide a 5 year driving abstract issued from the state in which you are currently licensed

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
Sally.bollinger@wadnr.gov	Sally Bollinger 712 East Bowers Rd Ellensburg, WA 98926-9341

NOTE: Please indicate **Forest Practices Office Assistant - Recruitment# 2006-11-6007** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Sally Bollinger at 509.925.0918 or by e-mail at Sally.bollinger@wa.dnr.gov

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